

WIOA

ELIGIBLE TRAINING PROVIDER

HELP GUIDE

EXISTING PROVIDER

REVISED 09/01/2017



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COMMON ACRONYMS AND ABBREVIATIONS

API	Academic Program Inventory
CRP	Classification of Instructional Programs
DPSA	Division of Postsecondary School Authorization
ETP	Eligible Training Providers
ETPL	Eligible Training Provider List
LWDA	Local Workforce Development Area (Please see pages 21-22 for all LWDAs)
LWDB	Local Workforce Development Board
SACS	Southern Association of Colleges and Schools
TBR	Tennessee Board of Regents
TCAT	Tennessee College of Applied Technology
THEC	Tennessee Higher Education Commission
TDLWD	Tennessee Department of Labor and Workforce Development
WIOA	Workforce Innovation and Opportunity Act of 2014 (supersedes the Workforce Investment Act of 1998)

ETPL OVERVIEW

As part of the infrastructure to carry out the mandates of the Workforce Innovation and Opportunity Act of 2014 (WIOA), states are required to maintain a list of training providers and programs that are certified to receive students using WIOA funds. WIOA students are only permitted to use their Individual Training Account (ITA) funds in programs that appear on the Statewide Eligible Training Provider List (ETPL).

All of the institutions and programs that comprise the Statewide ETPL have been approved by a Local Workforce Development Board (LWDB) in Tennessee. Each of Tennessee's 13 LWDBs make initial eligibility decisions regarding what programs to add to the ETPL. After the LWDB makes the initial eligibility decision, subsequent eligibility decisions are made on an annual basis by the Tennessee Department of Labor & Workforce Development (TDLWD) based on institutional performance data.

All of the institutions that appear on the Statewide ETPL are required to supply individual level data. This information is to be submitted within Quarterly Performance Reports. These quarterly reports are later used to compile the WIOA Annual Subsequent Eligibility Report.

EXISTING ELIGIBLE TRAINING PROVIDERS

This section is to aid existing training providers through various items in their provider dashboard. Prior to submitting a new program, the program(s) must have received prior approval from your state governing/authorizing body.

I. Accessing the Log-In Page

To access your provider dashboard please visit www.jobs4tn.gov. There is a log in box where you are to enter your username and password. If you are an individual who needs online access for an existing training provider, you will need to register by clicking the "Register?" link found in the sign in box on the Jobs4TN home page as seen below.



The screenshot displays the Jobs4TN.GOV website. At the top left is the logo for the Tennessee Department of Labor & Workforce Development. The main heading is "JOBS4TN.GOV". Below this, there are input fields for "Keyword" and "Zip Code or City", followed by a "Search" button. To the right, there is a login box with fields for "Username" and "Password", a link for "Forgot Username/Password?", a "Sign In" button, and a "Register" button. A red rectangle highlights the "Register" button, and a red arrow points to it from the search area. At the bottom, there is a navigation menu with links: Home, Job Seekers, Business Solutions, Labor Market Information, Special Services, Resources, and Unemployment Benefits. A link for "En Español" is also present in the bottom right corner.

II. New User Registration

After clicking the “Register” link you will be directed to a page yielding several registration options. As an existing training provider, you will want to select the “Provider” link found in the “Option 3 - Create a User Account” box.

Option 3 - Create a User Account

If you would like to become a fully registered user with JOBS4TN.GOV and have access to all of our online services, select one of the following account types. If you are not sure if you need to register on the system, learn more about the benefits of registering on page: [Why Register?](#)

Register and create a user name and password if you would like your information choices to be saved as you go through *The Source*. Saving these choices will help you move quickly as you use the system this time and in the future.

Individual - Register as this account type if you are an individual and wish to search for the latest job openings, post a résumé online, find career guidance, search for training and education programs, find information on local employers, etc.

Employer - If you are looking for industry information, labor market information, job applicants for your business, or want to post job openings online.

Analyst - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods. Analyst accounts require administration approval before being allowed to access suppressed data.

Provider - Register as this account type if you are a training provider who wishes to enter or update your available courses for use in the system. Once a new account request is approved, you will be able to enter information about your courses, such as costs, schedules, credentials, etc. Providers can also request WIOA approval for specific courses.

- As an existing training provider, you will want to select the first option stating that you “wish to be added to my institution’s existing account.” Click Next after making your selection.

TN.GOV THE GREAT STATE OF TENNESSEE

Note: If you are NOT an owner, official representative, or employee of a school, university, or other educational training provider, click “Cancel” to return to the account creation page.

For help click the question mark icon.

Institution Identification Type

☒ I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account.

☐ I own, represent, or work for an educational institution (school, university, etc) and need to create a new account for my institution.

Cancel Next

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- All information marked with * is required.
- At the time of the submission of a new provider application only one user will be on file. After an application has been approved, other users can be added by registering as seen below. The additional user(s) would select “I own, represent, or work for an educational institution (school, university, etc) and wish to be added to my institution's existing account” and fill out the information accordingly.
- All information entered for your institution should be entered as it currently appears on the ETPL. Please visit the [Jobs4TN provider search page](#) to access your provider information. This can be access by visiting www.jobs4tn.gov, click Education and Training Data under Special Services, and then click Training Providers and Schools.

• Indicates required fields. For help click the question mark icon.

Login Information

*User Name:

*Password:

*Confirm Password:

*Security Question: None Selected

*Security Question Response:

Enter Unique User Name (2 - 20 Characters, letters or numbers)

Enter Password (8 - 12 characters, and must include at least one uppercase letter, one lowercase letter, one number and one special character. Allowable characters are ! @ \$ % ^ & * () _ + = - ; ' , . ~ . Allowable characters are ! @ \$ % ^ & * () _ + = - ; ' , . ~

Hint to help if you have forgotten your password

Federal Employer ID

*Federal Employer ID No. or Social Security Number:

Type of Identification:

☐ Social Security Number

☐ Federal Employer Identification Number

Do not enter dashes. Example 999001111

Institution Identification

*Institution Name:

Institution Code/BPA# (if you are a current provider):

Institution Primary Location

*Address 1:

Address 2:

*City:

*State: None Selected

*Zip: [View Zip Code](#)

Contact Information

Salutation: None Selected

*Title:

*First name:

Middle Initial:

*Last Name - (include suffix e.g. Jr, Sr, PhD, etc):

*Contact Phone Number:

Cell Phone: - - Ext.

Contact Fax Phone Number: - -

Email Address:

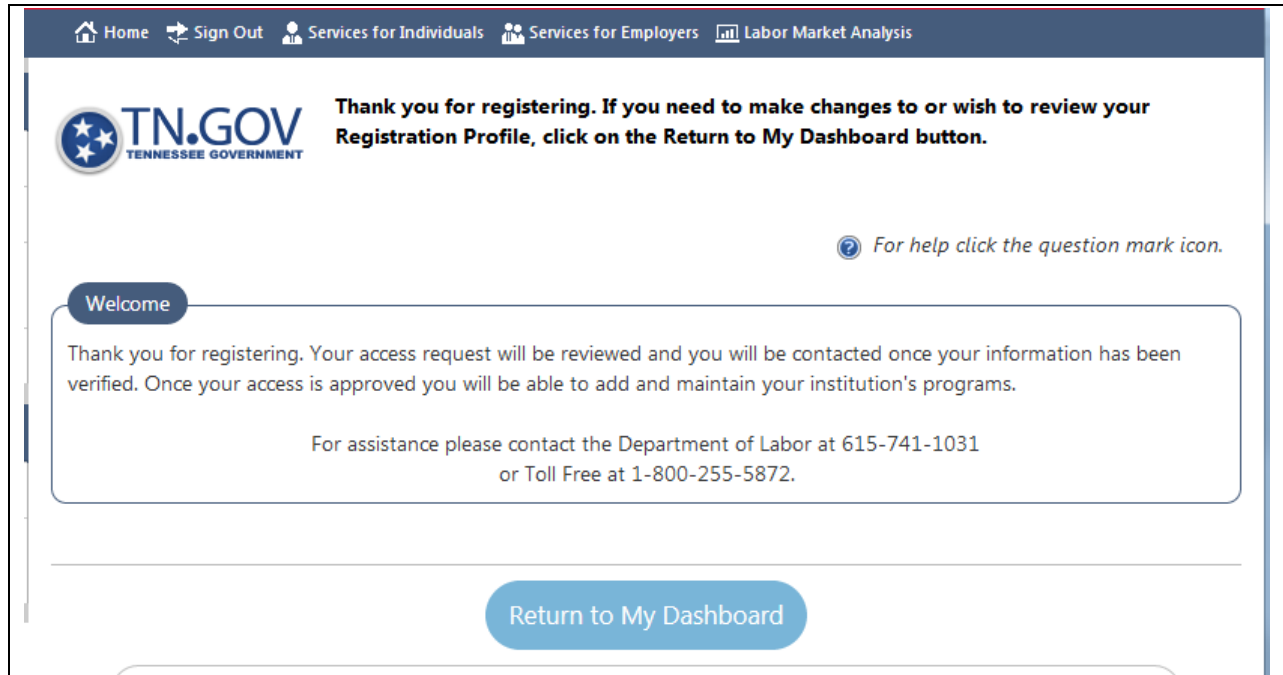
Preferred Notification Method: None Selected

Institution URL:

Enter URL e.g. http://www.companywebsite.com

[Create Email Account](#) [Read Our Email Security Policy](#)

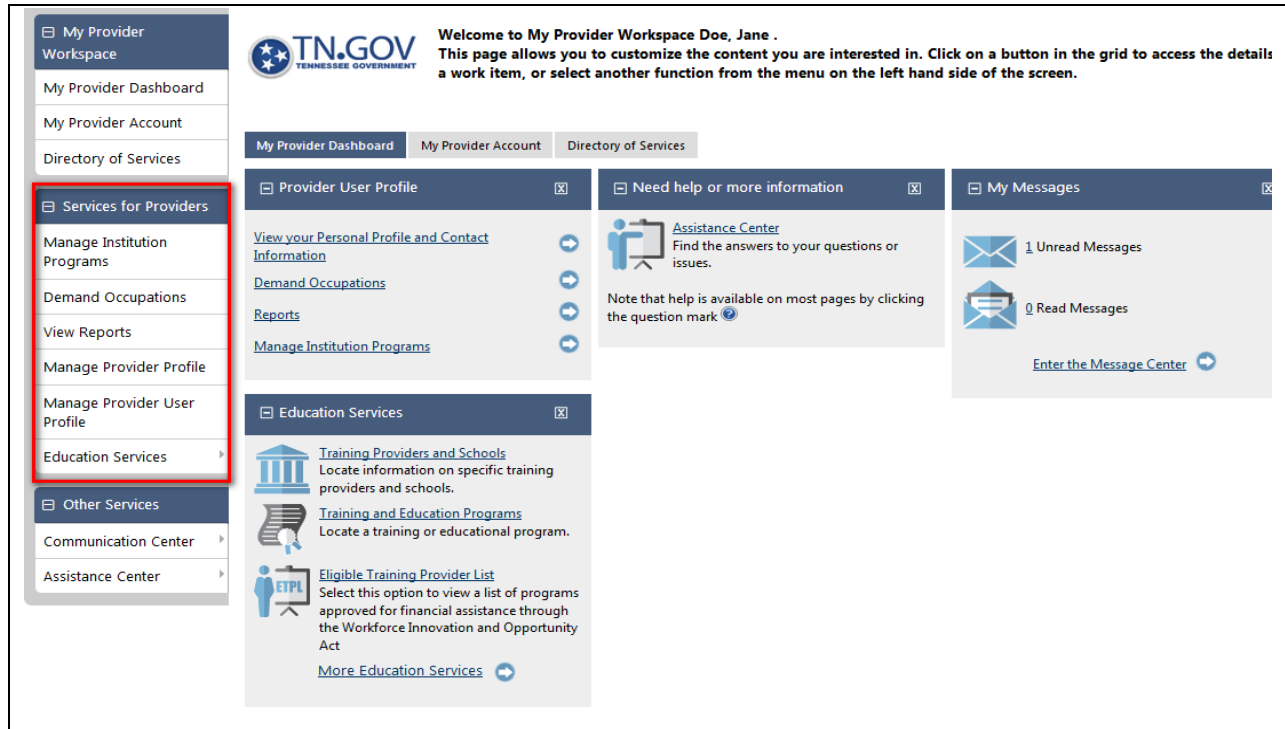
After continuing from the page above, the following will appear:



- In order to access your provider information your user registration must first be approved by State staff. If you have questions regarding your user registration, please contact Ryan Allen at Ryan.Allen@tn.gov. or Marjorie.C.Hallworth@tn.gov
- You will not be able to access your Provider Profile until your username has been activated for use.
- To expedite username activation, email Ryan Allen or Marjorie Hallworth immediately following registration.
- At any time you can access your entered user information by logging in at www.jobs4tn.gov and clicking the Manage Provider User Profile link found in the Services for Providers box in the left side bar.
- In the Provider Contact Information section, found at the bottom of the page, you will be able to see the status of your user access.
- After your user access is activated you will be able to click on the Manage Provider Profile link and manage your provider information as seen below.

MANAGE YOUR PROVIDER PROFILE

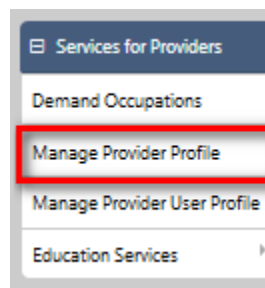
After your user profile has been made active below shows what your provider workspace looks like after logging in at www.jobs4tn.gov.



- The Services for Providers box contains the necessary links to edit your provider information (i.e. address), program information (costs, length, etc), submit additional programs as well as manage your own user profile in the case of having an email or phone number update.

III. Provider Demographic Information

- Clicking Manage Provider Profile will allow you to view and edit the information for you institution that currently appears on the ETPL.



My Provider Workspace

My Provider Dashboard

My Provider Account

Directory of Services

Services for Providers

Manage Institution Programs

Demand Occupations

View Reports

Manage Provider Profile

Manage Provider User Profile

Education Services

Other Services

Communication Center

Assistance Center

Edit the Provider record

* indicates required fields.

For help click the question mark icon.

Provider Information

Provider ID: 15861

* Status: ☒ Active ☐ Inactive

* LWIA Region:

State

Linked Employer: [\[Search For Employer \]](#)

Vendor ID: 123344321

* FEID/SSN: 422567890

* Provider Name 1: ETPLTest

Provider Name 2:

* Address 1:

Test

Address 2:

Note: By entering the Zip Code first, the system will automatically populate the City and State fields.

* City:

Nashville

* State:

Tennessee

* Zip:

37243

URL:

Enter URL e.g. (<http://www.companysite.com>)

Help

- The “Status” field cannot be changed. It can only be changed by staff.
- Your “LWDA Region” should be set to State... this allows all career center staff to have access to your school within the system.
- Fields beginning with “State Use...” are not applicable. You are not required to enter or have information contained in these fields. Your Local Workforce Development Area (LWDA) may opt to add information here.

Billing Address Information

Populate the Billing Address from: [Provider's Main Address](#)

* Billing Address 1:

Test

Billing Address 2:

* Billing City:

Nashville

* Billing State:

Tennessee

* Billing Zip:

37243

* Attention:

John Doe

Mailing Address Information

Populate the Mailing Address from: [Provider's Main Address](#) | [Provider's Billing Address](#)

* Mailing Address 1:

Test

Mailing Address 2:

* Mailing City:

Nashville

* Mailing State:

Tennessee

* Mailing Zip:

37243

* Mailing Attention:

John Doe

Save

Cancel

- If the billing or mailing address information is the same as your previously entered main address, you can populate the Billing Address or Mailing Address fields by clicking the applicable link (i.e. Provider's Main Address).
- Be sure to include an appropriate contact person in the "Attention" field. This can be the same person.
- After completing all required fields click "Save."
- Missing information from required fields can cause your institution to not appear in certain instances for career center staff so it is important that these required fields are complete. (This mainly affects providers who were converted from the old system.)

- Page 11

The General tab on your “My Provider Workspace” page will display a summary of information you previously entered and saved.

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Demand Occupations
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Manage Provider User Profile
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Assistance Center

TN.GOV Use this folder to manage the Provider's general information.

General **Locations** **Contacts**

Provider: ETPLTest

Provider Details

Status: Active
LWIA Region: State
Linked Employer: N/A
Vendor ID: 123344321
Provider Name 1: ETPLTest
Provider Name 2:
Address 1: Test
Address 2:
City: Nashville
State: TN
Zip: 37243
URL:
Type of Business:
This provider is an accredited postsecondary education institution: Yes
Bill Address 1: Test
Bill Address 2:

IV. Adding Satellite Locations

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TN.GOV Use this folder to manage the Provider's location information.

General **Locations** **Contacts**

Provider: ETPLTest

Status: Active

Provider's Location Details

Location ID	Location Name	Primary Address	Contacts	Active	Action
15984	ETPLTest	Test Nashville TN 37243	Jane Doe	Active	Edit Contacts

Add Location

Return to My Dashboard

- Clicking the Locations tab will display information for your institution. The previously entered information can be edited by clicking the “Edit” link in the Action column.
- If your school has satellite campuses, you can add these locations by clicking the Locations tab. Click the Add Location button and fill in all known information.

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Add a new provider location

• indicates required fields.

For help click the question mark icon.

Provider Location Information

* Status: ☐ Active ☐ Inactive

* Vendor ID: [\[Populate with Provider's Vendor ID\]](#)

* Location Name 1:

Location Name 2:

* Address 1:

Address 2:

* City:

* State:

* Zip:

URL:

Billing Address Information

Populate the Billing Address from:

[Above Address](#) | [Provider's Main Address](#) | [Provider's Billing Address](#)

* Billing Address 1:

Billing Address 2:

* Billing City:

* Billing State:

* Billing Zip:

* Attention:

Mailing Address Information

Populate the Mailing Address from:

[Above Address](#) | [Above Billing Address](#) | [Provider's Main Address](#) | [Provider's Billing Address](#) | [Provider's Mailing Address](#)

* Mailing Address 1:

Mailing Address 2:

* Mailing City:

* Mailing State:

* Mailing Zip:

* Mailing Attention:

Save

Cancel

Help

V. Adding Additional Contacts

Clicking “Contacts” in the Action column on the Locations tab will only display contact persons and not allow for you to edit/add contacts. To add a contact person, click the Contacts tab.

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Assistance Center

Use this folder to manage the Provider's contact information.

General Locations **Contacts**

Provider: ETPLTest

Location Status: Active

Display contacts associated with the selected location of: ETPLTEST - Test Nashville TN 37243

Provider's Contact Details

Contact ID	Contact Name	Contact Type	Telephone	Location Status	Action
15435	Jane Doe	Primary	615-000-4444	Active	Edit Locations

Add Contact

Return to My Dashboard

Select the location from the drop-down menu in which you would like to add a contact person for. Locations added via the “Locations” tab will display in the drop-down menu. After selecting the location, click “Add Contact.”

- Contacts added here are separate from adding users as seen in II. New User Registration. The contact persons added on this screen will display on the ETPL for the public to see. System Users have access to provider information without their contact information being displayed on the ETPL

My Provider Workspace

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Services for Providers

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TN.GOV Add a new provider contact

• Indicates required fields. For help click the question mark icon.

Contact Information

• Status: ☒ Active ☐ Inactive

• First Name:

• Middle:

• Last Name:

• Contact Title:

• Telephone: - Ext:

• Fax:

Selected	Location ID	Location Name	Location Address	Contact Type
<input checked="" type="checkbox"/>	15984	ETPLTest	Test Nashville, TN 37243	Primary

E-mail Address

Primary E-mail:

Notes (2,000 characters max) [Read Our Email Security Policy](#)
Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

Format **Font** **Size** **Color** **Background Color** **Text Color** **Text Background Color** **Text Background Color** **Text Background Color** **Text Background Color**

[[Spell Check](#) | [Clear Text](#) | [Remove All Formatting](#)] Help

- Provide information associated with the contact person.
- Click the appropriate location check box(es) for the contact person being entered.
- Select the appropriate contact type from the drop-down menu.
- It is always best to fill in as much information as possible regardless of whether the field is required or not.
- There is a Notes field for you to enter any pertinent information regarding the entered contact person.
- Once your contact person's information is saved, it will display on the Contacts tab as seen below.

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TN.GOV Use this folder to manage the Provider's contact information.

General **Locations** **Contacts**

Provider: ETPLTest

Location Status:

Display contacts associated with the selected location of:

Provider's Contact Details

Contact ID	Contact Name	Location	Telephone	Location Status	Action
15435	Jjane Doe	ETPLTest - Primary	615-000-4444	Active	Edit Locations

[Add Contact](#)

[Return to My Dashboard](#)

VI. Adding Programs

It is best to communicate with your LWDA beforehand (see pages 45-46) for your LWDA's contact information) in order to make an informed decision as to which programs to submit.

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Use this folder to manage the Provider's program and service information.

Provider: ETPLTest

Show Active services

Self Service Education Program Details

To sort on any column, click a column title.

Service Name	Service Description	Status	Review Status
Truck Driving	Any instructional program in vehicle and equipment operation not listed above.	Active	

Add Self Service Education Program

Return to My Dashboard

Services Site Map Site Search Page Preferences Feedback Assistance

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To add a program:

- Click the “Manage Institution Programs” link found in the “Services for Providers” section of the left side bar.
- Click the “Add Self Service Education Program” button link

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Services for Providers

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- Manage Provider User Profile
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Please provide information for the data items listed below.

* Indicates required fields.
Provider: ETPLTest

General Information

*Status: ☒ Active ☐ Inactive

*CIP Code: [Search for CIP code](#)

*Program / Service Name:
Program / Service Description:

(4000 characters max.)

Green Job Training: ☐ Yes ☐ No [What is a green job?](#)

*This program of study leads to:

- ☐ An industry-recognized certificate or certification
- ☐ A license recognized by the State involved or the Federal Government
- ☐ A baccalaureate degree
- ☐ A secondary school diploma or its equivalent
- ☐ A measurable skills gain leading to a credential
- ☐ A certificate of completion of an apprenticeship
- ☐ An associate degree
- ☐ A community college certificate of completion
- ☐ Employment
- ☐ A measurable skills gain leading to employment

*This program leads to a postsecondary credential or degree:

*WIOA Program: ☒ Yes ☐ No

Completion Level:

*Attain Credential:
Other, Specify:

Certification / License Title:

Certification / License Type: ☐ National Certification or License ☐ State Certification or License

- When filling in your program information you will need to select the “Search for CIP Code” link in order to fill in the CIP Code information for your program of study. There are several options you may use to search for the appropriate CIP Code. In the example below, the “Programs by Keyword” tab is used to obtain the CIP Code. (see screen shots below)
- It is important to select “Yes” as the response for “WIOA Program:”... this cannot be changed after it has been submitted. If you select No and submit the program for approval it cannot be changed to Yes nor will students be able to receive funding for the submitted program.

Please choose a specific program by selecting one of the options below.

For help click the question mark icon

Programs by Keyword
Programs by Program Area
Program Listing
Programs by Occupation
Programs by Career Cluster
Programs by Program Code

Search for a program by keyword(s)

Type your keywords in the box and click the Search button.

Transportation [Keyword Search Options]

Search

Click [Program Listing](#) to see an alphabetical list of all available program titles.

Close Window

Type in your keyword in the box and click “Search.” The results will display. From this list, select the most appropriate option by clicking the program. It will then populate the “CIP Code:” field.

For help click the question mark icon.

Programs by Keyword
Programs by Program Area
Program Listing
Programs by Occupation
Programs by Career Cluster
Programs by Program Code

Search for a program by keyword(s)

Here is a list of programs that matched your keyword search. The table below also indicates whether the keyword was found in the title or description of each program. To select a program, click on its title.

Program	Program Title	Program Description	CIP Title	CIP Description
Air Transportation, Other. (490199)			✓	✓
Marine Transportation, Other. (490399)			✓	✓
Railroad and Railway Transportation, (NEW) (490208)			✓	✓
Traffic, Customs, and Transportation Clerk/Technician. (520410)			✓	✓
Transportation and Materials Moving, Other. (499999)			✓	✓
Transportation/Transportation Management. (520209)			✓	✓
Ground Transportation, Other. (490299)			✓	
Transportation and Highway Engineering. (140804)			✓	
Aeronautics/Aviation/Aerospace Science and Technology, Gener (490101)				✓
Civil Engineering, General. (140801)				✓
Hydraulics and Fluid Power Technology/Technician. (151103)				✓
Packaging Science. (NEW) (151503)				✓

[\[Change search criteria \]](#)

*Status: ☒ Active ☐ Inactive

*CIP Code: Ground Transportation, Other.
[\[Search for CIP code \]](#)

*Program / Service Name:

- When entering program information, enter it exactly as it has been approved by your (TN) State authorizing/governing body (i.e. THEC, TBR, SACS, etc)
- Do not submit programs that have not been approved by your authorizing/governing body
- It is always best to complete as many fields as possible, regardless of them being required or not
- Once all information has been entered click Save
- After you have saved your information, you will see a summary page with fields to add program information

A. Program Occupation Details

Program / Service Occupations

Code	Occupation Title	Provider Title
No data available		
[Edit Occupation Details]		

Program / Service Cost Details

Cost Title	Cost Value
No data available	
Total Amount	\$0.00
[Edit Cost Details]	

Program / Service Locations

Address	Bill Address
No data available	
[Edit Location Details]	

Program / Service Skills

Selected Skills
No data available
[Edit Program Skills]

Click on “Edit Occupation Details” under Program/Service Occupations

From here you are to select all applicable occupations. If none exists, click Cancel and continue completing the application.

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Select the Occupations for this program from the list below. If an Occupation is selected that is not indicated as being in Bright Outlook, please provide evidence that it is in Bright Outlook.

Provider: ETPLTest
Program: Truck Driving
Cipcode: 490299

BRIGHT OUTLOOK Indicates a bright outlook occupation.

Code	Occupation Title	Provider Title
No occupations exist for the CIPCODE selected.		

Cancel

B. Cost Details

To add cost information select the “Edit Cost Details” link under “Program/Service Cost Details” and follow the links as displayed

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Use this page to manage the cost details associated with the selected program / service.

* indicates required fields. For help click the question mark icon.

Provider: ETPLTest
Program/Service: Truck Driving

Service Cost Information

Please ensure that the amounts entered are the costs for 3 Weeks
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

*Add Cost Items [\[Add Cost Items \]](#)

*Total Amount: \$ 0.00

Save Cancel

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Click on any cost item below to select it.

Code	Item
149	Total CRS Training Costs

Close Window

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Use this page to manage the cost details associated with the selected program / service.

* indicates required fields. For help click the question mark icon.

Provider: ETPLTest
Program/Service: Truck Driving

Service Cost Information

Please ensure that the amounts entered are the costs for 3 Weeks
Note: \$0.00 is permitted for cost fields in the Self Service Education Services cost details screen.

*Add Cost Items [[Add Cost Items](#)] Select

*Total CRS Training Costs: \$ 0.00

*Tuition/Fee: \$ 0.00

*Books: \$ 0.00

*Tools: \$ 0.00

*Other Costs: \$ 0.00

Comments:

*Total Amount: \$ 0.00

Save Cancel

- Enter all known cost information (Tuition, Books, etc.)
- To add a line item not listed, click on the “Add Cost Items” link
- If amount is entered in “Other Costs,” please provide an explanation of what the other costs are in the “Comments:” box
- Save when complete

C. Select Applicable Locations

You must select the location(s) where the entered program is offered. If you’ve only submitted one campus location then this is what you will select. If you entered additional locations (via the Locations tab) then these will become options on this page.

Please select the location(s) to be associated with this program / service.

* indicates required fields. For help click the question mark icon.

Program / Service Locations

Provider: ETPLTest
Program / Service: Truck Driving

Selected	Location Name	Location Address	Billing Address
<input checked="" type="checkbox"/>	ETPLTest	Test Nashville, TN 37243	Test Nashville, TN 37243

Save Cancel

D. Program / Service Skills

- Click the “Edit Program Skills” link
- Select the appropriate category from the drop-down menu

My Provider Workspace

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- Other Services

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Select a skill category and select the skills that will be obtained by students completing this program. Once you have completed selecting the skills click the Save button.

* indicates required fields. For help click the question mark icon.

Provider: ETPLTest
Program: Truck Driving
Cipcode: 490299

Skill Category
 Select a category for additional skills: None Selected

Program Skills
[\[Check All\]](#) [\[Uncheck All\]](#)

[Save](#) [Cancel](#)

* indicates required fields. For help click the question mark icon.

Provider: ETPLTest
Program: Truck Driving
Cipcode: 490299

Skill Category
 Select a category for additional skills: Transportation

Program Skills
[\[Check All\]](#) [\[Uncheck All\]](#)

Skill Description
<input type="checkbox"/> adhere to government aviation regulations
<input type="checkbox"/> analyze factors such as weather reports to determine air routes
<input type="checkbox"/> attach or mark identification onto products or containers
<input type="checkbox"/> calculate sighting of land using chart or sounding devices
<input type="checkbox"/> captain water vessels
<input type="checkbox"/> compare shipment contents to records
<input type="checkbox"/> complete record of production
<input type="checkbox"/> compute position, set course, or determine speed of vessel
<input type="checkbox"/> conduct preflight or in-flight tests or checks of aircraft equipment
<input type="checkbox"/> coordinate flight activities with ground personnel
<input type="checkbox"/> couple or uncouple railroad cars
<input type="checkbox"/> deploy running gear on watercraft
<input type="checkbox"/> design transporting processes
<input type="checkbox"/> determine loaded cargo complies with regulations or specifications

- Select the applicable skill description options that apply
- There is also an option to select all options within the Skill Description box. This can be done by clicking the “Check All” link (this can be undone by clicking the “Uncheck All” link)
- Click the Save button found at the bottom of the screen when complete

E. Program / Service Performance

Whenever you submit a new program for approval you must enter performance information for the previous fiscal year. No program participant data is needed since there is none to report. Please enter 0 for performance data regarding program participants.

Program / Service Performance

PY	Program	Completion Rate	Employment Rate (Exiters)	Employment Rate (Completers)	Employment Rate Related Occupation	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Average Wage	MEDIAN hourly wage
No data available										
[Edit Program Performance]										

- Click the “Edit Program Performance” link to add performance information for your program
- You will need to enter performance data for the most recent full year which you are to select from the “Program Year:” drop-down menu

* indicates required fields.
 Provider: ETPLTest
 Program: Truck Driving
 Cipcode: 490299

For help click the question mark icon.

Program / Service Performance

*Program Year: 2016

Program	Completion Rate	Credential Rate	Employment Rate 2nd Quarter after Exit	Employment Rate 4th Quarter after Exit	Employment Rate Related Occupation
Overall	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %
WIOA	0.00 %	0.00 %	0.00 %	0.00 %	0.00 %

Program / Service Performance Summary

Total number of program participants who exited the program during the program year.

Total number of program participants who completed (earned certificate, diploma, etc.) the program in the program year.

Total number of program exiters who obtained a recognized postsecondary credential during participation or within one year after exit.

Total number of program exiters (earned certificate, diploma, etc.) in unsubsidized employment in 2nd quarter after completion of the program.

Total number of program exiters (earned certificate, diploma, etc.) in unsubsidized employment in 4th quarter after completion of the program.

Total number of program completers (earned certificate, diploma, etc.) who obtained unsubsidized employment in a related area after completion of the program.

MEDIAN hourly wage of all employed completers at 2nd quarter after exit.

WIOA Program / Service Performance Summary

Total number of WIOA program participants who exited in the program during the program year.

Total number of WIOA program participants who completed (earned certificate, diploma, etc.) the program in the program year.

- Programs being submitted for approval will not have program participant performance information
- Please provide a short description as to how your performance is measured in the box provided Once complete, click the Save button

- It is important to enter this information as it is used by the Local Workforce Development Area Boards in their decision making process when approving new programs

F. Confirm Your Application

Program / Service Application Confirmation
 Agreed to the confirmation statement:
 Submit program for WIOA Approval:

No
 No
[\[Edit Confirmation \]](#)

- Click the “Edit Confirmation” link

Provider: ETPLTest

Program: Truck Driving

Cipcode: 490299

Program / Service Application Confirmation
* Providers requesting approval or re-approval of a training program must agree to the statement below.
 The Program Description and Program Costs I am Posting on the website are currently listed in my catalog/brochure. The programs offered are available to the general public on a tuition basis.

 I agree to complete the information required on the web site at the time of my approval request. This includes the completion information of all students registered in the program for the last and current Program Year.

☒ Yes, I agree to the above statement.

Indicate if you want to submit this program for WIOA Review and Approval at this time:

☒ Yes, submit this program for WIOA Approval.
☐ No, do not submit this program for WIOA Approval

Save

Cancel

- You must agree to the printed stated in order to submit your application for approval
- After selecting the check box in agreement with the statement you may submit your application by selecting the radio button next to “Yes, submit this program for WIOA Approval.”
- Click “Save” when done

Review Status:

To see the status of your application, log in and look in the “Program / Service Review Status” box. Here you will be able to view any items you failed to submit in your application along with the approval status of your program.

[Link to Commitment](#)

Program / Service Review Status

This program / service has not been reviewed.
Program/Service Costs have not been entered.
Program/Service Occupations have not been entered.
Program/Service Skills have not been entered.
WIOA-Program has not been enabled for ITA-Approved Status.

Review Date:
Application Status: Applied For
Review Status: Not Reviewed
Reapplication Date:
Eligibility Type:
Expiration Date:

[Return to Service List](#)

G. Submit Documentation to Your Local Workforce Development Area (LWDA)

After you have submitted your program application for approval you will need to submit all supporting documentation to the LWDA where your institution is located. The LWDA contacts are listed on pages 45-46. All institutions authorized by the Division of Postsecondary School Authorization with the Tennessee Higher Education Commission (THEC) are to provide a copy of any program approval letters that apply to the submitted programs. The program approval letter(s) should show the approval of your program’s name, cost, length and credential. Please note that your supporting documentation aids your LWDA in their approval process. If you have any questions regarding needed documentation please contact your LWDA listed on pages 45-46)

H. Processing Your Application & Waiting on a Response

After your application has been submitted, it goes to your Local Workforce Development Area Board to be processed and voted on for possible placement onto the Eligible Training Provider.

Wait for Local Workforce Development Board (LWDB) Response

The wait time between submitting a New Program Application and receiving a response from your LWDB depends on several different factors. Two of those factors are the meeting schedule of your LWDB and your date of submission. If your application is submitted after your LWDB has met, you must wait until their next meeting to obtain a decision on your program(s) addition to

the ETPL. Thus, to expedite the approval process, contact your LWDB for information concerning their application deadlines.

To find the contact information for your LWDB, please reference pages 34-35

Each LWDB is geographically different and creates their own criteria of approval based on numerous factors. Information regarding your LWDB's criteria for approval should be obtained directly from your LWDB.

VII. Quarterly Reports

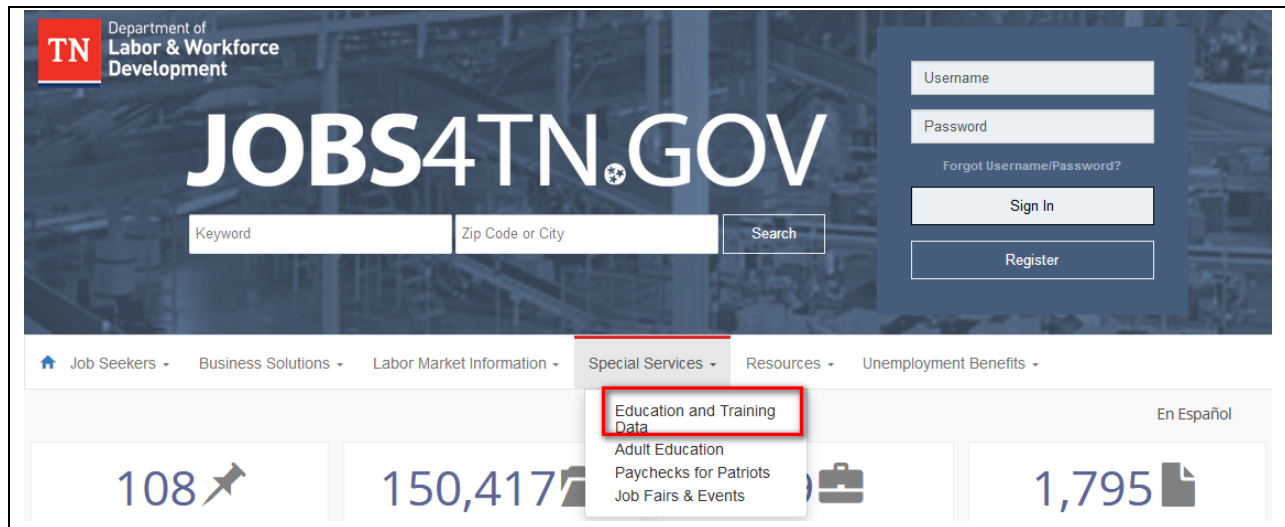
All providers are required to submit quarterly reports. Reminders are sent by email to all provider contacts approximately 2 weeks prior to the due date. With the reminder emails, several attachments are included: a blank report template, an example report template, instructions on how to correctly format your report along with general information on performance and reporting requirements. This information is also sent out to new providers at the time of their addition to the ETPL. Below are the due dates along with the corresponding time spans associated with the reporting period.

Quarter	Time Period			Due Date
1 st	July 1	Through	September 30	October 15
2 nd	October 1	Through	December 31	January 15
3 rd	January 1	Through	March 31	April 15
4 th	April 1	Through	June 30	July 15

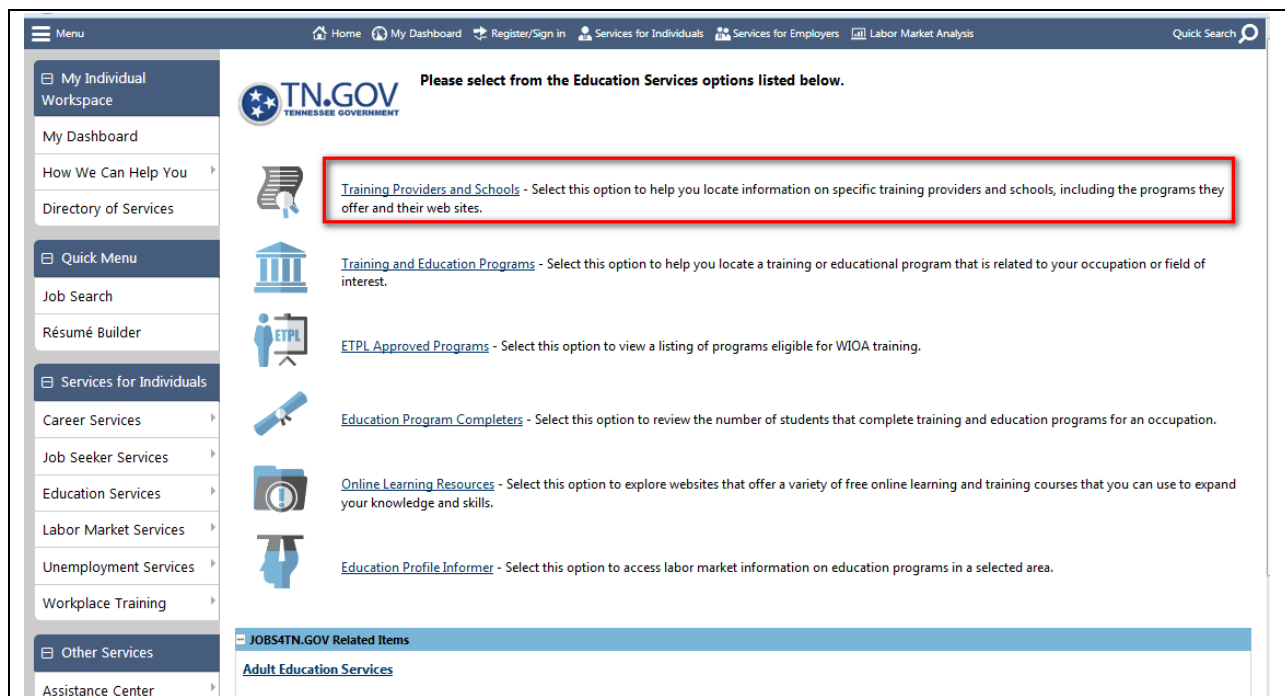
APPLICATION APPROVAL EXPECTATIONS

Step 1A: Your LWDB Has Approved Your New Provider Application

If the LWDB approves your institution and programs, they will appear on the ETPL. Your institution and associated information will appear on the ETPL exactly as you submitted it in your application. Please note that your LWDB does not have to approve your application in its entirety. For example, they may approve two of your submitted programs but deny the remaining programs. After being added to the ETPL, you are visible on the ETPL statewide. To view your institution on the ETPL, visit www.jobs4tn.gov and click the “Education and Training Data” link under the Special Services column



From here you can click the “Training Providers and Schools” link to search or view providers.



EXISTING PROVIDER GUIDE

From here you can enter your school's name in the Keyword search box and click Search or select your school's name via the Provider Listing tab.

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Please click a link on one of the tabs below to choose the method you wish to use to select training and education providers.

For help click the question mark icon.

Provider Search

You may enter any combination of search criteria below. When you have completed entering your search criteria information, click the Search button.

Search Criteria

Area (click to change): [Tennessee](#)

Keyword (e.g. State University):

[Keyword Search Options](#)

Provider Type:

Provider Ownership:

Workforce Innovation & Opportunity Act Eligible Training Provider:

[Eligible Training Provider List explanation](#)

Location Type:







Program provides training for [Green Jobs](#)?

[Reset Criteria](#)

Search

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Please select from the Education Services options listed below.

-  [Training Providers and Schools](#) - Select this option to help you locate information on specific training providers and schools, including the programs they offer and their web sites.
-  [Training and Education Programs](#) - Select this option to help you locate a training or educational program that is related to your occupation or field of interest.
-  [ETPL Approved Programs](#) - Select this option to view a listing of programs eligible for WIOA training.
-  [Education Program Completers](#) - Select this option to review the number of students that complete training and education programs for an occupation.
-  [Online Learning Resources](#) - Select this option to explore websites that offer a variety of free online learning and training courses that you can use to expand your knowledge and skills.
-  [Education Profile Informer](#) - Select this option to access labor market information on education programs in a selected area.

- After selecting your school you will be able to see details on program information by clicking ETPL Approved Programs.
- After being added to the ETPL, all 13 LWDAs are notified via email of your institution's addition to the ETPL.

Step 1B: Your LWDA Board Has Denied Your New Provider Application

If you are denied access to the Eligible Training Provider List (ETPL) you have the option to appeal your Local Workforce Investment Area (LWIOA) Board's decision. The policies detailed below govern the ETPL appeal process.

A. Appeals to Local Board [WIOA Section 122(c) (1)]

- (1) Local Boards must have a written appeal process that includes the following provisions:
 - (a) A Provider wishing to appeal a decision by a Local Board must submit an appeal to the Local Board within 30 days of the issuance of the denial notice. The appeal must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
 - (b) The Local Board appeal process must grant the Provider the opportunity to directly address the reasons for denial either in writing or through an appeal hearing.
 - (c) The Local Board must have 1-3 impartial appeal officers who are responsible for re-evaluating the supplemental materials supplied by the Provider in addressing the initial reasons for denial.
 - (d) The Local Board will notify the Provider of its final decision on an appeal within 30 days of receipt of the appeal.
 - (e) The Local Board appeal notification to the Provider must reference the process for filing a State appeal in the event that the Provider is not satisfied with the outcome of the local appeal.

B. Appeals to the State [WIOA Section 122(c)(1)]

This procedure applies only to Providers who have exhausted the appeal process of a Local Board and are dissatisfied with Local Board's final decision.

- (1) A Provider wishing to appeal to the State must submit an appeal request to the State within 30 days from the Local Board's notification to the Provider of their final decision on an appeal. The request for an appeal to the State must be in writing and include a statement of the desire to appeal, specification of the program(s) in question, the reason(s) for the appeal (i.e. grounds), and the signature of the appropriate Provider official.
- (2) The State will promptly notify the appropriate Local Board when it receives a request for appeal. The State will also notify the appropriate Local Board when it makes the final decision on an appeal.
- (3) The State appeal process includes the opportunity for appealing Providers to have a hearing. The hearing officer must be an impartial person. The hearing officer must provide written notice to the concerned parties of the date, time, and place of the hearing at least 10 calendar days before the scheduled hearing. Both parties must have the opportunity to present oral and written testimony under oath; to call and question witnesses; to present oral and written arguments; to request documents relevant to the issues(s), and to be represented.

- (4) The five member State appeals committee, chaired by the hearing officer, will administratively review the appeal, make a preliminary decision, and notify the Provider and the Local Board. The committee can either uphold or reverse the Local Board decision.

The State appeals committee must render a decision within 60 days from receiving the Provider's initial State appeal request.

Subsequent Eligibility Determinations

The subsequent eligibility process is ongoing throughout each program year. Subsequent eligibility decisions are made quarterly and annually, based on different factors. A provider can be removed from the ETPL for: failure to submit quarterly performance data, school closure, loss of state authorization to operate, provider requests for removal, or failure to meet one of four performance standards.

Quarterly, providers submit performance reports which are comprised of individual level student information that includes, but is not limited to, student SSN, race, gender, program of enrollment, enrollment date and date of completion/withdrawal where applicable. This information must be submitted for both WIOA participants and non WIOA participants (all other students) for each program that has received at least 1 WIOA student. The WIOA Annual Subsequent Eligibility Report is compiled based on the quarterly performance report submitted during each program year. Any program that has received a minimum of 10 WIOA students at the end of the program year and fails to meet the minimum performance levels established by the state is subsequently removed from the Statewide ETPL. The four performance standards are as follows:

1. The **WIOA student completion rate** for each program must be equal to or greater than 40%.
2. The **WIOA student placement rate** for each program must be equal to or greater than 70%.
3. The **ALL of student completion rate** for each program must be equal to or greater than 40%.
4. The **ALL of student placement rate** for each program must be equal to or greater than 70%.

The WIOA Subsequent Eligibility Report is intended to assist constituents in making an "informed choice" when choosing where to utilize their training funds. To aid in this effort, every provider on the ETPL has a Consumer Report that provides extensive performance information for each program year.

Registered Apprenticeship Programs

Registered Apprenticeship programs are not required to submit performance data and are not held to the performance standards mentioned above. Registered Apprenticeship programs must remain registered under the Act of August 16, 1937 commonly known as the National Apprenticeship Act to remain subsequently eligible to remain on Tennessee's ETPL. The department suggests (not require) for apprenticeship programs to submit the same quarterly data in order to be published amongst the other training providers in TDLD's Annual Performance Report to highlight their level of performance in completing and placing participants.

Note to Out-of-State Providers

For out-of-state institutions, having the proper authorization within your own state does not give the proper needed authorization to offer training to Tennessee students. Therefore you must obtain this authorization before being considered for placement onto Tennessee's Eligible Training Provider List. Many out-of-state institutions fall under the oversight of the Division of Postsecondary School Authorization (DPSA) with the Tennessee Higher Education Commission (THEC). For more information on DPSA and their authorization process, please review the website below.

<http://www.state.tn.us/thec/Divisions/LRA/PostsecondaryAuth/psa.html>

LWDA CONTACTS

LWDA 1 - Alliance for Business & Training

[Serving Carter, Johnson, Sullivan, Washington & Unicoi Counties]

- Tammy Sluder, Tsluder@ab-t.org
 - Phone 423-547-2927
- P.O. Box 249 Elizabethton, TN 37644

LWDA 2 - Walters State Community College

[Serving Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier & Union Counties]

- Don Shadow, Joseph.Shadow@ws.edu,
- (423) 587-7036 Fax: (423) 585-6769
- 500 S Davy Crockett Pkwy, Morristown, TN 37813

LWDA 3 - Workforce Connections

[Serving Knox County]

- Ray Abbas, Ray.Abbas@tnccknox.org
 - Phone: (865) 594-5500
- 2700 Middlebrook Pike, Knoxville, TN 37921

LWDA 4 - East Tennessee Human Resource Agency

[Serving Anderson, Blount, Campbell, Cumberland, Loudon, Monroe, Morgan, Roane & Scott Counties]

- April Beaty, abeaty@ethra.org
- Melinda Watson, mfrost@ethra.org
 - Phone: (865) 813-0281
- 728 Emory Valley, Oak Ridge TN 37830

LWDA 5 - Southeast Tennessee Development District

[Serving Bledsoe, Bradley, Hamilton, McMinn, Marion, Meigs, Polk, Rhea & Sequatchie counties]

- Beth Keylon, bkeylon@sedev.org
 - Phone : 423-424-4214
- 5600 Brainerd Road – Suite A-5, Chattanooga, TN 37411

LWDA 6 - Workforce Solutions

[Serving Bedford, Coffee, Franklin, Grundy, Lincoln, Moore & Warren Counties]

- Diane Stoker, dstoker@workforcesolutionstn.org
 - Phone: 931.455.9596
- PO 1628, 410 Wilson Avenue, Tullahoma, TN 37388

LWDA 7 - Upper Cumberland Human Resource Agency

[Serving Cannon, Clay, DeKalb, Fentress, Jackson, Macon, Overton, Pickett, Putnam, Smith, VanBuren & White Counties]

- Cindy Mabery, cmabery@uchra.com
- Randi Short, rshort@uchra.com
 - Phone: 931-520-9593
- 580 South Jefferson Avenue, Suite B, Cookeville, TN 38501

LWDA 8 - Workforce Essentials

[Serving Cheatham, Dickson, Houston, Humphreys, Montgomery, Robertson, Stewart, Sumner & Williamson Counties]

- John Watz, jwatz@workforceessentials.com, (931) 905-3502
 - Fax: (931) 551-9026
- 523 Madison Street, Clarksville, TN 37040

LWDA 9 - Nashville Career Advancement Center

[Serving Davidson, Rutherford, Trousdale, & Wilson Counties]

- Terry Corbin, Terry.Corbin@Nashville.gov
- Phone: 615-862-8890 Fax to (615)862-8910
- 1417 Mufreesboro Pike, Nashville, TN 37217

LWDA 10 - South Central Tennessee Workforce Board

[Serving Giles, Hickman, Lawrence, Lewis, Marshall, Maury, Perry & Wayne Counties]

- Rick Molder, rick.molder@sctworkforce.org
- Phone #: 931-490-3834 or 931-398-6035
- 119 Nashville Highway, Suite 106, Columbia, TN 38401

LWDA 11 - Southwest Tennessee Human Resource Agency

[Serving Chester, Decatur, Hardeman, Hardin, Haywood, Henderson, McNairy & Madison Counties]

- Merita Stone, mstone@swhra.org
- Phone: 731-983-3690 Fax: 731-983-3149
- 1527 white Avenue, Henderson, TN 38340

LWDA 12 – Northwest Tennessee Workforce Board

[Serving Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Lauderdale, Obion, Tipton & Weakley Counties]

- Jennifer Bane, jbane@nwtworks.org
 - Phone: 731-286-3585, ext. 15
- 313 West Cedar St. Dyersburg, TN 38024

LWDA 13 - Workforce Investment Network

[Serving Fayette & Shelby Counties]

- Lora Y Mendezu, lora.young@workforceinvestmentnetwork.com
 - Phone: 901-636-7978
- 480 Beale St, Memphis, TN 38103

